

FACT SHEET

DPW
MS. DODD (7-6405)
9 June 2006

IMSW-HOD-PWM (210-50)

SUBJECT: Non-Availability Statements for Bachelor Quarters

PURPOSE: To provide information on procedures and requirements for application for Non-Availability Statements for BAH at the without dependent rate.

FACTS:

1. Bona fide bachelors, Sergeant and below may be authorized to live off post and draw BAH.
2. IAW Command Policy Memorandum, subject: Billeting of Bachelor Personnel, 7 Jun 06, Certificates of Non-availability may be issued if Barracks Utilization exceeds the 95 percent occupancy rate at brigade level.
2. The following **original** documents are required for request for Non-Availability statement for BAH:
 - a. Request for exception to policy to reside off-post, approved by the Brigade Commander (O-6) for separate brigades or groups; and the Garrison Commander for Headquarters Command, III Corps and Fort Hood. Each request must indicate the effective date.
 - b. DA Form 4187 (Personnel Action).
 - c. DA Form 5960 (Authorization to start/stop BAH).
 - d. Barracks Utilization Report (**Utilization rate at Brigade level >95%**).
 - e. Lease Contract or Intent to Sign Lease form (if applicable).
 - f. Legal custody papers (if applicable).
 - g. Pregnancy statement signed by physician or profile w/due date (if applicable).
3. Request packets are processed and Non-Availability Statements for BAH will be issued on a walk-in basis Monday through Friday 0730-1600 at DPW – Real Property, Bldg. 4612 A (Engineer Dr. and Santa Fe).
4. Soldiers will turn in their approved packets to their finance office for completion.

(Original Signed)

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